

act:onaid Job Description and Person Specification

Job Title:	Regional Human Resources & Organisational Development Advisor (Africa and Hub)		
Job Family:	Regional Advisor		
Directorate/Cluster:	People, Finance and Operations	Unit/Team:	People and Culture
Grade and Salary:	Grade D	Contract Type:	<i>Permanent</i>
Location:	Johannesburg, South Africa or Nairobi Kenya preferable	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Head of People & Culture Matrix reporting to Regional Director Africa and Global Political and Programme Strategy		
Direct Reports :	None		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Role Overview:	<p>The role supports the Head of People and Culture in implementing the agenda of crystalizing ActionAid's (AAI's) commitment to putting people at the centre of its new re-imagined structure and is responsible for providing a professional, customer focused and effective human resource service for managers and staff in the hub based at as well as GS staff based in Africa countries outside of the hubs. Human Resource (HR) services include but are not limited to recruitment and selection, employee relations, remuneration and benefits management, policy development and compliance.</p> <p>The role also provides regional HR/OD (Human Resource/Organisational Development) support to approximately 19 countries in Africa by monitoring and supporting the adherence to the Global HROD standards and relevant HR strategies, including the People and Culture Strategy, change process diligence, facilitation and the effective implementation of HROD processes, procedures and tools.</p> <p>The role implements Organisational Development interventions in countries in Africa which includes Talent Management, Succession Planning, Change Management processes supporting country transformations as outlined in the Country Models Review (CMR) project, while providing advisory and guidance in the management and resolution of complex employee relations issues to reduce legal risks and ensure regulatory compliance.</p>		
Areas of Responsibilities	Key Activities		

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<p>People Management and Strategic Leadership</p>	<ul style="list-style-type: none"> • Develops and nurtures relationships with Africa country HROD teams and the Global Secretariat (GS) functional teams in the execution of the strategic priorities for the People and Culture Unit. • Provides HROD input to the Africa Regional team taking the entire GS and Federation perspective into account to ensure effective management and support to AAI countries and members in the Africa region. • Works with the regional team to provide employee life cycle management support for Country Directors/HR in Country Programs in the Africa region. • Manages the end-to-end employee life cycle for hub based and staff based in Africa outside of the hubs. In addition, will also be provide HR support in the South Africa and Kenya hubs. • Provides HR technical support to Regional Directors and national boards in the employee life cycle management of Country Directors of Associates and Affiliates in the Africa region. • Liaises with relevant authorities in a timely manner to ensure compliance with all statutory requirements for tax and immigration issues in Kenya, South Africa and African countries where GS staff are based • Drives the accurate and timely compliance with HR policies in Kenya , South Africa hubs and for GS staff in Africa countries
<p>Hub Employee life Cycle management</p>	<ul style="list-style-type: none"> • • Supports relevant hubs and GS staff in African countries with generalist HR support, including, timely and effective identification of people related needs, from the management group as well as employee group. • Supports all sourcing, onboarding, and ongoing people related processes in the Hub and for the rest of the relevant countries. • Effectively manages all exit process, ensuring compliance with relevant local Labour Laws where this applies. • Effectively manages the role of employee champion, while balancing it with being a trusted advisor to key leaders and managers and support this culture. • Ensures that proper HR processes are followed for all employee changes by ensuring that necessary approvals are received. Advises key stakeholders on the correct and appropriate processes. • Provides support to the payroll process by providing relevant information on staff changes and providing input on legal statutory compliance where applicable. • Participates in local compensation benchmarking survey, monitors the remuneration and staff benefits to attract and retain staff. Conducts regular salary surveys and updates the salary scales accordingly. Performs job evaluations when necessary. • Supports managers and staff in the Performance Management process. Provides advice on staff career development and training needs. • Implements employee wellbeing programmes and initiatives and ensures that relevant and necessary employee well-being and support mechanisms are in place. • Handles grievances, hearing and resolving complaints. Participates in investigations with GS as well as countries. • Fully utilizing the HRIS system and supports in HR project implementation.

<p>Compliance and Country Support</p>	<ul style="list-style-type: none"> • Supports and monitors the adherence to Global HR standards and relevant GS and local HR policies, working closely with the People and Culture and Regional Teams in the review and improvement of HR and OD policies and strategies; • Ensures the alignment of Hub policies to global standards; follows up on management review processes and HR audits. Develops tools and checklists to support monitoring of compliance in accordance with the Assurance Policy, Identifies risks and reports these to the relevant structures; <p>Manages and anchors multi country HROD Projects/Interventions in the Africa region and African Hubs, facilitates the development of processes and systems that they deliver these project plans, collaborate, and work closely with key stakeholders (internally and externally) bringing knowledge sharing and external learning to the HROD “Communities of Interest” and HROD “Functional Network”</p>
	<ul style="list-style-type: none"> • Provides functional management and support to national boards, HROD and regional teams in the following areas: Change management initiatives, leadership transitions, HR and OD related membership development activities, working with GS Country Support team ensuring that their HR and OD processes and systems meet the requirements; • Work closely with the CMR Lead and the Head of Country Engagement and Transformation in the implementation of Country Models Review (CMR) recommendations. Also Leads or/ and supports (depends on country capacity) the Change Management and Restructure processes at country level including development of the restructure process and plan, facilitating key discussion, and providing technical support to country leadership in Change Management. • Work closely with the CMR Lead to drive improvements around culture change required to deliver Country Models Review shifts around how we work as a federation. This will include support in rolling out the new Performance Framework and support in setting up of the Service sharing arrangements as outlined in the Service sharing guidelines. • Supports the Change Management and Restructure at GS and hub level; and • Supports the development of country HROD capacity, facilitates peer to peer support, sharing of knowledge, best practice, learning and development and provide coaching/ training on HROD to country HR team in the region, HR trends, information and resources. Coordinate information flow between countries and secretariat which will enable the organisation to track progress and decision making.
<p>PERSON SPECIFICATIONS</p>	
<p>Education and Qualifications</p>	<p>Relevant degree in Human Resources Management/Organisational Development/Social Sciences and/or Organisational/Industrial Psychology or equivalent</p>

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Essential Experience	<ul style="list-style-type: none"> • Experience in project management, internal/external consulting, and stakeholder engagement; • Significant HR Generalist experience. • Experience in managing organisational development initiatives; • Proven experience in managing & developing HR strategies, policies, best practice, and standards at regional and international level; and • Experience in building collaborative working relationships across functions. • Experience of having engaged in a multi-country role, specifically in the Africa region will be advantageous
Essential Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of relevant country labour laws/ regulations; • Willingness to travel; • A commitment to ActionAid’s core values – humility, courage, equality, mutual respect, human rights, solidarity and justice and feminist leadership principles; • Familiar with and committed to AAI’s core values and principles, including the Code of Conduct and Feminist Leadership principles; • Knowledge of organisational development initiatives; and • Registration as an HR Practitioner with a recognised authority is advantageous.
Essential skills	<ul style="list-style-type: none"> • Demonstrated ability to mentor others, ensuring employee wellbeing and motivation; • Strong interpersonal and communication skills;
	<ul style="list-style-type: none"> • The ability to negotiate and influence change with sensitivity; • Strong analytical, strategic thinking, planning, prioritisation and organising skills; • Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices; • Excellent IT skills, including experience with MS Office and Human Resource Information Systems. Experience with Bamboo HR is advantageous; and • Keeps abreast and is aware of people best practice, including awareness of best practice in adapting to the new ways of working remotely in the COVID-19 context.
Language requirements	Excellent verbal and written communication skills in English. Other languages spoken in countries where AA is present will advantageous

People Management Responsibility

Approximate number of people managed in total		
1- Team members	Individual contributor, no direct responsibility for leading others.	Yes
1.5	Act as mentor in a team and /or coordinating a team	Yes

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

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It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by:

Signature

Date:

Reviewed by:

Signature

Date:

Received by:

Signature

Date: